

Phone System

1-800-840-8491

Entering Steps Only

1. Enter program ID and #- Community number and participant number.
 2. Welcome – Your name
-

Main Menu

3. Push 1 – to enter the past week (Sunday – Saturday)
 4. Push 2 – to enter the past two weeks (Sunday to Saturday)
 5. Push 3 – to review monthly totals
 6. Push 4 – to review yearly totals
-
7. Press 1 if the first day (Sunday) is correct
 8. Enter the number of steps for Sunday and press #
 9. Press # to skip Distance
 10. Press # to skip Time
 11. Review for that day, press 1 if correct, press 2 if incorrect.
 12. If you pressed 1 – it will go to the next day and you repeat the process until you are done.
 13. If you pressed 2 – you will need to re-enter the information that was incorrect.

Remember

- Always have your log in front of you.
- Press pound to skip over the distance or time sections
- If you have trouble, call Dawn Thompson at 1-800-782-8291 ext. 236

Phone System

1-800-840-8491

Entering Distance Only

1. Enter program ID and #- Community number and participant number.
 2. Welcome – Your name
-

Main Menu

3. Push 1 – to enter the past week (Sunday – Saturday)
 4. Push 2 – to enter the past two weeks (Sunday to Saturday)
 5. Push 3 – to review monthly totals
 6. Push 4 – to review yearly totals
-

7. Press 1 if the first day (Sunday) is correct
 8. Press # to skip Steps
 9. Enter the number of miles for Sunday and press #.
- Remember that miles must be entered ending in a 0 or 5.

1 mile	10
1.5 miles	15
2 miles	20
2.5 miles	25
12 miles	120

10. Press # to skip Time
11. Review for that day, press 1 if correct, press 2 if incorrect.
12. If you pressed 1 – it will go to the next day and you repeat the process until you are done.
13. If you pressed 2 – you will need to re-enter the information that was incorrect.

Remember

- Always have your log in front of you.
- Press pound to skip over the steps and time sections
- If you have trouble, call Dawn Thompson at 1-800-782-8291 ext. 236

Phone System

1-800-840-8491

Entering Time Only

1. Enter program ID and #– Community number and participant number.
 2. Welcome – Your name
-

Main Menu

3. Push 1 – to enter the past week (Sunday – Saturday)
 4. Push 2 – to enter the past two weeks (Sunday to Saturday)
 5. Push 3 – to review monthly totals
 6. Push 4 – to review yearly totals
-
7. Press 1 if the first day (Sunday) is correct
 8. Press # to skip Steps
 9. Press # to skip Distance
 10. Enter the number of exercise minutes for Sunday and press #
 11. Review for that day, press 1 if correct, press 2 if incorrect.
 12. If you pressed 1 – it will go to the next day and you repeat the process until you are done.
 13. If you pressed 2 – you will need to re-enter the information that was incorrect.

Remember

- Always have your log in front of you.
- Press pound to skip over the steps and distance sections
- If you have trouble, call Dawn Thompson at 1-800-782-8291 ext. 236

Phone System

1-800-840-8491

Entering a combination of Steps, Distance or Time

1. Enter program ID and #- Community number and participant number.
 2. Welcome – Your name
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Main Menu

3. Push 1 – to enter the past week (Sunday – Saturday)
 4. Push 2 – to enter the past two weeks (Sunday to Saturday)
 5. Push 3 – to review monthly totals
 6. Push 4 – to review yearly totals
-

7. Press 1 if the first day (Sunday) is correct
8. Enter the number of steps for Sunday and press #Press
9. Enter the number of miles for Sunday and press #.

Remember that miles must be entered ending in a 0 or 5.

1 mile	10
1.5 miles	15
2 miles	20
2.5 miles	25
12 miles	120

10. Enter the number of exercise minutes and press #
11. Review for that day, press 1 if correct, press 2 if incorrect.
12. If you pressed 1 – it will go to the next day and you repeat the process until you are done.
13. If you pressed 2 – you will need to re-enter the information that was incorrect.

Remember

- Always have your log in front of you.
- Press pound to skip over the steps and distance sections

If you have trouble, call Dawn Thompson at 1-800-782-8291 ext. 236